



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: January 21, 2014
Re: Clerk's Report – December 12 through January 15

Update in the Clerk's Office:

Licenses and Permits

January seems to be the kick-off of Special Events. Saws and Slaws Volunteer Appreciation Party on January 25, Art at the Center on February 6, and the Stone Soup Food Pantry Fundraiser on February 23 are a few of the ones I am currently processing. I have received the FDGD's completed application and will schedule their TRC. The dates for FDGD this year are March 7-9.

One liquor license has been renewed.

I still have one outstanding renewal for a Medical Marijuana Center (MMC).

The Board currently has one retail marijuana store application before them tonight for public hearing. I have posted notice of the hearing as per code requirements.

I created the FAQs on retail marijuana and was able to post on the website on December 27; we have gotten 458 hits since then. The 6" x 6" marijuana signs required by code are ready for sale.

Deputy Clerk Cynthia Bakke has processed nine business licenses; five were for new businesses and four renewals.

NedWEB

I sent in our final report for the 2013 NedWEB program, which was due January 15. The Town Administrator submitted the request in October for 2014 Boulder

County Economic Development Funds to continue our NedWEB program. We should know that results from that request by the next report.

Elections

In support of Vision 2020's education system statement, I was the guest speaker on civics at the Elementary School's 2nd grade class. This is something the teachers like to offer once a year during their study on government. The kids were great and they helped me act out a mock election. The focus was on community, Nederland's local government, shared values, the election process, and how important it is to vote and that they can make a difference.

I'm working on the election candidate packet to make it available as soon as possible. The nomination petition packet is the one that may not be circulated prior to February 10.

There has been much confusion in the Clerk world regarding Permanent Mail-In Voter (PMIV) status and HB13-1303, as the bill no longer offers that designation. I am working on an education campaign to let folks know that if they want a mail in ballot, they must now request one from me as an absentee ballot.

Building

Eight building permits were issued during this time. Pre-permit meetings were held with two separate applicants to discuss their proposals, including drainage and utilities considerations on steep lots.

Planning & Zoning

The Planning Commission will be reviewing two Special Review Use applications on January 22.

Deputy Clerk Bakke and Administrator Reis met with an applicant who has been working on a Planned Unit Development application to continue discussion from 2013. They are scheduled before the Planning Commission in February. A pre-application meeting also took place on an upcoming proposed Annexation application, also tentatively scheduled to be heard before the Commission in February, pending referral from the Board of Trustees.

The Board of Zoning Adjustment met on January 9 to elect officers.

There has been the normal volume of daily calls and stop-in requests on building permits, code enforcement complaints, and zoning inquiries, which is a considerable aspect of both the Clerk and Deputy positions.

Codification

I expect the return of newly codified Municipal Code pages by the end of January.

CIRSA

We are currently working on the property survey results from CIRSA's annual visit on December 11.

Training

Deputy Clerk Bakke attended the Fred Pryor Seminar "Managing Multiple Priorities, Projects & Deadlines" on December 18.

Social Media

- We currently have 874 Facebook "likes" (up 20 from the last report).
- We have 1,079 Twitter "followers" (up 9 from the last report).
- Web statistics for the period from December 15 to January 14 along with an arrow indicator showing whether this is an increase or decrease from the last report (website traffic, unlike our social media traffic, is highly seasonal):
 - 7,419 visits; ↑1,046
 - 28,682 page views (individual pages on the website); ↑4,460
 - 4.5 pages per visit on average; ↓.03
 - 1.91% bounce rate (this indicates visitors who landed on our page and immediately left; our rate is fairly low and decreases in our "off-season" as fewer people are bouncing to our page when searching for other related topics); ↑.35%
 - 2:27 minutes spent on the website on average; ↓52 seconds
 - 64.11% of visits are new visits; ↑6.14%